



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-0010

REPLY TO
ATTENTION OF:

FKCJ

10 Nov 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army's Policy on Use of Letterhead **#14**

1. References:

- a. AR 25-30, paragraph 11-25a.
- b. AR 25-50, paragraph 1-23 and appendix B.

2. There has been a noticeable increase in the use of computer generated letterhead with the DOD seal by organizations in this command. Not only is the use of computer generated letterhead bearing the DOD seal in violation of the above cited references, much of it is far from meeting the other format requirements of letterhead stationery. The use of the letterhead stationery that is inconsistent with the standards specified in Army regulations reflect unfavorably upon this command and will be avoided.

3. The following guidance is provided concerning the use of pre-printed or computer generated letterhead stationery:

- a. Separate printed stationery is authorized where elements of the same agency, command, or organization are located in different areas or cities within the same state or when elements of the same agency, command, or organization are located in different cities or states but where the organization, command, or agency wants each of its elements to use the same basic letterhead.

- b. Typed, stamped, handwritten, or computer generated letterhead stationery may be used for correspondence where preprinted letterhead is not authorized by AR 25-30. When using these types of letterhead stationery, the following provisions apply:

- (1) No element of the letterhead is larger than that authorized for preprinted stationery.

- (2) No seal, emblem, decorative device, distinguishing insignia, slogans, or mottos are used. This also applies to documents being sent via E-Mail.

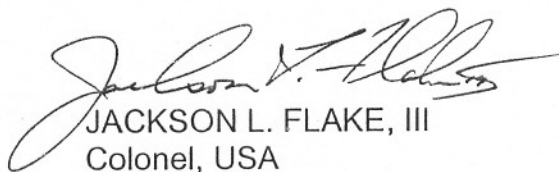
- (3) Stationery size conforms to that required for preprinted letterheads.



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4. Separate printed letterhead stationery is limited to the following:
 - a. Office of the Secretary of the Army and Army Staff agencies.
 - b. Major Army commands and major Army subordinate commands.
 - c. CONUS Armies.
 - d. Installations.
 - e. Separate organizations or agencies headed by a commander in the grade of LTC or above, or a civilian in the grade of GS-15/GM-15 or above.
5. Stationery, memo pads, and other printed items that include a person's name, rank, or official status are deemed to be for personal use rather than for official use and the printing of these items is prohibited.
6. Point of contact is J. Collins, 723-8354.


JACKSON L. FLAKE, III
Colonel, USA
Secretary Combined Joint Staff

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